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MEMORANDUM FOR: Deputy Director (Support)

THROUGH : Deputy Director (Research)

SUBJECT : Increase in Staffing Complement and Authorized Strength for Office of Special Activities - [REDACTED]

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1. This memorandum contains a recommendation for the approval of the Deputy Director (Support). Such recommendation is contained in Paragraph 6.

2. Presented on the following pages is a detailed breakdown of our existing Staffing Complement for [REDACTED] and our proposed increases.

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3. As you may recall, the original Staffing Complement for this Station consisted of [REDACTED] positions and was established in December 1959. In May 1961 this figure was augmented by [REDACTED] positions which brought us to our present authorization of [REDACTED]

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4. We have attempted to build up this Staffing Complement slowly and realistically and have generally related our personnel needs to phases of activity such as base construction, equipment testing, unit training and operational readiness. We have for some time been in the testing phase and are now preparing to begin unit training. Operational readiness is predicted for the Spring of 1963.

5. The relatively large increase we have requested here is the result of several factors. First, because of the state of flux in which we have existed. 2/O-wise, for the past several months (resulting from the transfer of this activity from the DD/P to the DD/R), we were unable to obtain expected additional strength authorization to accommodate the testing phase. In fact, we are now manned considerably beyond our authorized strength at this location. A second factor which bears on the size of our present request is a feeling on the part of all concerned that henceforth we cannot continue the practice of this fragmentary augmentation without possibly jeopardizing the optimum success of the activity. Finally, in projecting our total personnel requirements at this time through the operational readiness phase, we feel that we will be assisting the Agency in its overall personnel planning.

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6. The following breakdown represents our presently authorized Staffing Complement of [REDACTED] new positions. We are making one of our existing positions, Fire Protection Specialist, available for reclassification thereby making a net increase of only [REDACTED] positions. It is recommended that you approve the new [REDACTED] Staffing Complement of [REDACTED] positions as presented here and that an increase in authorized strength necessary to accommodate the new positions be granted.

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[REDACTED]
Acting Assistant Director
(Special Activities)
DD/R

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Attachment:

[REDACTED] Staffing Complement

CONCUR:

Signed Herbert Scoville, Jr.

Herbert Scoville, Jr.
Deputy Director
(Research)

10 JUL 1962

Date

The recommendation contained in
Paragraph 6 is approved:

L. K. White

Deputy Director
(Support)

13 JUL

Date

OSA/Pers:WJC:ja
2 July 1962

Distribution:

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Subject of course to the understanding that DD/R must absorb these positions and the cost within whatever allocation is finally approved by the Director for FY 63.

LKW